

OP MEMORANDUM NO. 20-61-10

24 August 1981

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Processing Procedures for the Conversion of Employees from
Contract Employee to Staff Employee Status

1. Staff Personnel Division (SPD) of the Office of Personnel is responsible for processing the conversion of employees from contract to staff status. This centralization of the conversion process ensures uniform policy application and provides a single point of reference regarding clearance and appointment procedures. When requesting a contract conversion, the component should submit the following to SPD at least sixty days before the contract expiration date:

- A. Form 1152, Request for Personnel Action - Excepted Appointment Career;
- B. Form 1152, Request for Personnel Action - Contract Termination;
- C. Form 1152B, Request for Personnel Action Supplement;
- D. Employee's Contract Personnel File;
- E. The employee's current telephone extension, if applicable;
- F. Former Official Personnel File, if applicable;
- G. Career Trainee file, if applicable;
- H. Official Personnel documents (removed from files by components):
 - 1) Notification of Establishment or Cancellation of Official Cover Backstop (Form 1551).
 - 2) Health Benefits Registration (SF 2809).
 - 3) Notice of Change in Health Benefits Enrollment (SF 2810).
 - 4) Life Insurance Election (SF 176 or SF 2817).
 - 5) Designation of Beneficiary - Federal Employees Group Life Insurance Program (SF 54 or SF 2823).

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- 6) Personal History Statement (Form 444) (An updated PHS is also required for student trainees being converted to staff status.)
- 7) Armed Forces of the United States Report of Transfer or Discharge (DD 214).
- 8) Performance Appraisal Reports
- 9) Training Reports - Agency
- 10) Outside Training Course Records
- 11) College Transcripts
- 12) Awards
- 13) Commendations
- 14) Applicant Interview Report (Form 1667a or 1667d)

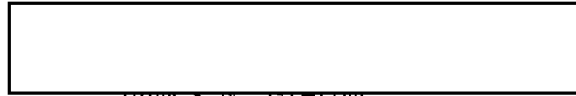
With the exception of training records, the original of each of these documents will be incorporated into the employee's Official Personnel File whenever possible; however, if originals are not available, copies are acceptable.

2. Processing of a conversion case will be initiated when all of the required documents have been received in SPD. At that time, security and medical clearances will be requested and appointments will be scheduled if required. Upon receipt of the clearance notification, SPD will contact the employee and arrange for his or her appointment as a staff employee. (In the event the employee is assigned outside the Headquarters area, SPD will provide the component with the forms to be pouched to the employee for signature. The effective date of the conversion will be established after the signed forms have been returned to SPD.) The personnel actions will then be processed and all documentation forwarded to Transactions Records Branch (TRB). TRB will incorporate the pertinent forms into an Official Personnel File and return the contract file to Contract Personnel Division.

3. A formal memorandum requesting a contract conversion will not be required as the Form 1152 will be considered the formal request. Similarly, a formal request to waive portions of the three-year trial period will no longer be required. To ensure equity throughout the Agency, SPD will henceforth review each contract employee's service to determine that amount which may be credited against the trial period. The component will be contacted for concurrence before the employee is credited with the specified length of service against the three-year trial required for staff employees.

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4. Provisions of this memorandum do not apply to conversion of Contract Employees to Career Agent status.



JAMES H. GIERUM
Director of Personnel

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